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L INTRODUCTION

The Department of Energy - Savannah River Operations Office has established **six** Special Emphasis Programs. These programs are Equal Employment Opportunity Programs that include the Federal Women's Program (**FWP**), Hispanic Employment Program (**HEP**), Black Employment Program (**BEP**), Native American Special Emphasis Program (NASEP), Hawaiian and Asian **Pacific** Islanders (**HAAPI**) Program, and Employees with Disabilities Program (**EDP**). The primary missions of Special Emphasis Programs are:

- (1) To ensure **fair** representation and utilization of employees in SR workforce;
- (2) To enhance the career advancement opportunities for all employees at all grade levels;
- (3) To provide needed guidance to supervisors and managers to assist them in meeting their EEO requirements and;
- (4) To inform and educate the **workforce** on diversity.

IL OBJECTIVES

The objectives of the Special Emphasis Programs are:

- A. To assist management in the recruitment, development, training, and retention that will reflect a diverse **workforce**.
- B. To assist management in providing equal opportunity in employment for all DOE employees and applicants.
- C. To assist management in eliminating underrepresentation and underutilization of employees in the SR work force.
- D. To monitor, assess, and evaluate the employment and advancement opportunities for the SR work force.
- E. To assist management in locating a diversified list of qualified employees through various recruitment methods.

- F. To assist in the development of the SR **Affirmative** Employment Plan, Federal Equal Opportunity Recruitment Plan (**FEORP**), Disabled Veterans **Affirmative** Action Plan (**DVAAP**), and Persons with Disabilities **Affirmative** Action Plan.
- G. To promote diversity and provide education about diversity related issues through programs.

III. ORGANIZATION

A SEP Committee may be comprised of a SEP Manager, an Assistant SEP Manager, SEP Committee Members, and an SEP Advisor. A SEP committee should consist of a minimum of six members.

IV. MEMBERSHIP

- A. **Any permanent employee** of DOE-SR **is** eligible for appointment to the Special Emphasis Programs. Other individuals must be appointed on a **case-by-case** basis. The Special Emphasis Program **Managers, with** input from the existing program committee members, will recommend potential members to the EEO Manager prior to sending the nominees to SR Manager. All appointments to any **SEPs** will be made by the SR Manager.
- B. **All** SEP vacancies shall be announced to all Federal employees at SR
- C. A **membership is** for two-year term **from** the date of appointment or effective through the date **specified** in the appointment letter. Existing members may be extended for an additional term by submitting a written request to **the** SEP Manager or EEO Manager.
- D. **Committees** should represent a cross-section of the Site work force by organization.
- E. A new **SEP Manager** is recommended by the **committee** members, existing SEP Manager and EEO Manager and appointed by the SR Manager. The SEP Manager will serve a minimum of two years. The potential SEP Manager should have served a minimum of one year on the SEP committee prior to being appointed Manager of that committee.
- F. The **Assistant SEP Manager** and **SEP Advisor are** recommended by the SEP Manager and approved by the EEO Manager before sending the nominees to the SR Manager. All assistant managers and advisory appointments will be appointed by the SR Manager. The Assistant SEP Manager and SEP Advisors will serve a minimum of two years. The advisors should **not serve as** voting members of the **SEPs**.

V. DUTIES AND RESPONSIBILITIES OF SEP MANAGER, ASSISTANT SEP MANAGER, COMMITTEE MEMBERS, AND ADVISOR

• SEP MANAGERS:

- A.** Assist the EEO Manager and management in the recruitment, development, and retention of minorities, women, and people with disabilities.
- B.** Direct the activities of the SR SEP, including appointing subcommittees, as required, to make recommendations on EEO and Diversity issues, **affirmative** employment, and budget planning.
- C.** Monitor, assess, and evaluate the employment and advancement opportunities for groups at SR work force.
- D.** Review, identify, and evaluate personnel policies, procedures, and plans that may adversely **affect** opportunities for minorities, women, and employees with disabilities.
- E.** Assist the EEO Manager and **staff** in the development of the SR **Affirmative** Employment Plan, Federal Equal Opportunity and Recruitment Plan (FEORP), Disabled Veteran **Affirmative** Action Plan (**DVAAP**), and Persons with Disabilities **Affirmative** Action Plan and assist in the development of a corrective action plan to correct any imbalances, underrepresentation, or conspicuous absence of employees at SR

• ASSISTANT SEP MANAGERS:

- A.** Assist the SEP Manager in performing duties listed above and other duties as requested by the SEP Manager.
- B.** In the absence of the SEP Manager, the Assistant SEP Manager shall perform all duties and functions of the SEP Manager.
- C.** If the SEP Manager's position becomes **vacant**, the Assistant SEP Manager will serve as the Acting Manager until the term is completed or until a new manager is appointed.

• COMMITTEE MEMBERS:

- A.** Support the objectives of the SEP as described in section II of these by-laws.

- B. Provide recommendations to SEP Manager concerning the implementation of the Department's Policy of equal opportunity, as it relates to recruitment, hiring, training, promotions, retention, and other terms and conditions of employment.
- C. Recommend initiatives for inclusion in **Affirmative** Employment Plan, Federal Equal Opportunity Recruitment Plan, Disabled Veterans **Affirmative** Action Plan and Persons with Disabilities Affirmative Action Plan.
- D. Attend Committee meetings regularly. Members missing four consecutive meetings may be replaced at the discretion of the Program Manager. Excused absences are allowed for employees on leave, in official training or in Temporary Duty (**TDY**) status. Recommendation for removal will be submitted to the EEO Manager for concurrence. This position may remain vacant until the next term or may be filled if less than six members exist on the committee.

- **ADVISORS:**


The Advisor assists in the necessary communications between DOE-SR management and the routine agendas of the Committee. The Advisor is not a voting member of the Committee but is an integral part of significant Committee decisions.

VI. REFERENCES

- a. DOE G 3 11.1 A- 1, "**Equal** Employment Opportunity Program Guidelines"
- b. Guidelines for Implementing Equal Employment Opportunity and Diversity Program, Chapter **3, 8/96**
- c. General Accounting Office (GAO) Report "Principles of Federal Appropriations Laws," Chapter 4, Volume 1
- d. 29 CFR 1614, "Federal Sector Equal Employment Opportunity"
- e. Internal Procedure: Processing and Approving Travel, Training and Supply Expenditures, **7/28/97**
- f. Affirmative Employment Plan
- g. Federal Equal Employment Opportunity Recruitment Plan
- h. Persons with Disabilities **Affirmative** Action Plan
- i. Disabled Veterans **Affirmative** Action Plan

Each Special Emphasis Program shall comply with applicable guidelines, laws, rules, regulations, orders and directives under the **direct** supervision of the EEO Manager.

Approved By:


SR EEO Manager **Date** 2-26-98